



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066321R10011

ISSUANCE DATE: 10/17, 2021

CLOSING DATE/TIME: 10/31, 2021

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) to serve as **USAID Project Management Specialist (Operations Team Leader)** in the office of Health.

Dear Prospective Candidates:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Candidates should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attachment.

Sincerely,

Linda Gregory
Supervisory Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066321R10011
- 2. ISSUANCE DATE:** 10/17, 2021
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 10/31, 2021, no later than 5:00 p.m (EAT) (close of business).
- 4. POINT OF CONTACTS:** Linda Gregory, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at ***addisusaidjobs@usaid.gov***.
- 5. POSITION TITLE:** **USAID Project Management Specialist (Operations Team Leader)**
- 6. MARKET VALUE:** **\$27,642 – \$49,770 yearly** i.e., equivalent to **FSN - 12**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ethiopia. Final compensation will be negotiated within the listed market value. Salary will be paid in local currency at the exchange rate in effect when the payroll is processed.
- 7. PERIOD OF PERFORMANCE:** Five (5) years. The services provided under this contract are expected to be of a continuing nature through a series of sequential contracts, subject to continued need, satisfactory performance, and the availability of funds.

The expected period of performance will be from 03/31/2022 – 02/28/2027.
- 8. PLACE OF PERFORMANCE:** ***US Embassy, Entoto Road, Addis Ababa***, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs). “Cooperating country national” means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Facilities access.

11. STATEMENT OF DUTIES*1. General Statement of Purpose of the Contract*

The Operations Team Leader (OPS TL) is a highly qualified and development program specialist who is responsible for providing key high-level strategic leadership to a wide range of highly complex and sensitive USAID operational priorities including planning, communications and knowledge management, budgeting, reporting and evaluation processes applying an in-depth knowledge of USAID programing rules, regulations and policies for a diverse health portfolio. S/he will be expected to collect, synthesize, analyze, and present complex financial and program performance data for demanding internal and external resource planning and reporting requirements. The OPS TL reports to the Health

Office Director or delegee and supports the Director and two Deputy Directors to oversee the breadth of the \$160 million health portfolio with minimal supervision and guidance from supervisors. S/he leads a team of 9 people and directly supervises at least two local-hire staff. S/he is the key counterpart to the Mission's Program Office, and provides key strategic and technical leadership and supervision of the office's program operations. The OPS TL takes a leading role in drafting and/or revising components of USAID/Ethiopia's Operational Plan, Performance Management Plan, Performance Plan and Report, and other programmatic documents, as necessary. The OPS TL must have demonstrated ability to exercise significant, independent professional judgment to anticipate and address both systemic and ad hoc and often complex challenges related to program and activity design, budgeting, and implementation as well as organized administrative management of a large public health operation. Strong interpersonal skills, including strong oral and written communication are required to establish and maintain collaborative relations with counterparts, both inside and outside of USAID. The Mission is seeking an organized self-starter who will be responsive to client needs, has the ability to work calmly and effectively under pressure, is a quintessential team player, and can be easily integrated into the existing management team. Travel is expected up to 15% of the time.

2. Statement of Duties to be Performed

Technical Leadership and Expertise on Planning and Monitoring and Evaluation of USAID health programs (45%)

- Works with Program Office in leading the Health Offices planning processes: Operational Plan (OP) for MCH, FP/RH, WASH, TB and Nutrition programs, Country Operational Plan (COP) for PEPFAR programs, and Malaria Operational Plan (MOP) for all malaria programs.
- Leads the Health Office's work on all internal and external reporting processes: quarterly management reviews, portfolio reviews, quarterly, semi-annual and annual Performance Progress Report as well as PEPFAR-specific reviews with S/GAC and the Ethiopian Government.
- Monitor, analyze and evaluate the implementation, results, and accomplishments of projects and activities to assess their effectiveness, efficiency, and significance.
- Provide leadership for the design and development of the Mission's knowledge management and performance monitoring systems. Ensure lessons learned are used to adapt programming in a timely manner.
- Guide the Health Office's communications and outreach efforts, including updating and developing materials for public outreach and communication, coordinating a variety of public events and visits, and organizing internal workshops and retreats.
- Make site visits as necessary to observe program results and to interface with project implementation partners.

Management of the Operations Team in the Health Office (40%)

- Lead a team of professionals working on learning, monitoring and evaluation, finance and budget, program support, knowledge management and communications in alignment with Mission guidance and timelines and ensure their professional learning (training). Mentor and coach subordinates. Provide direct feedback (both positive and

- constructive) to staff on a regular basis to improve individual and team performance.
- Ensures full staffing of the Operations Team within the office, hiring and recruiting as necessary to fill vacancies in collaboration with the Health Office Management Team. Manages staff development, promotions and support as required for current team members.
 - Lead the Health Office's relationship with the program office to ensure that the front office complies with Program Office initiatives, taskers, processes and deadlines.
 - Apply strong knowledge of U.S. Government and USAID policies, regulations and procedures to the development and management of USAID/Ethiopia health programs based on a comprehensive understanding of U.S., national and regional development needs and objectives, and support office AOR/CORs in their understanding of these regulations.
 - Help lead program and budget planning - including the design, development, documentation, and amending (as needed) of the Mission's Country Development Cooperation Strategy, Performance Management Plan, and new projects, and coordinate related approval processes. Coordinate and recommend to the Health Office Management Team on program budget resource requests and ensure alignment with strategic priorities.
 - Direct the development and preparation of Agency and congressionally required Health Office reports, and budgets for submission to, and approval by, USAID/Washington, including the annual Operational Plan (OP), Congressional Budget Justification, Performance Plan and Report (PPR), and Congressional Notifications (CN).

Support Office oversight processes such as site visit trackers and tools, and Regional representation. Representation (15%)

- Serve as a key member of the Health Office Management Team, Mission CLA working group, and other cross-office/cross-mission teams as needed. Serves as the key POC of the Health office to the Program Office.
- Cultivate and maintain strong collaborative relations with key external stakeholders within key GOE Ministries and institutions, USAID /Washington/GH, O/GAC and the PEFPAR interagency, and other donors as needed.
- Flexibly support the Health Office and Mission through a variety of other assigned tasks. Responds to urgent, complex information requests and action items as needed.
- Guide the Health Office staff on their GoE regional representation roles for effective partnership and relationship building between USAID Health Office and Regional Health Bureaus.

The contractor is eligible for travel to the U.S., or to other locations abroad, for training, for temporary duty, or to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. *Supervisory Relationship*

The Operations TL will be supervised by the Health Office Director or his/her designee. S/he should require minimal supervision in carrying out routine responsibilities and expect only general guidance for most tasks. The scope and flexibility of the duties will

demand a great deal of initiative to identify and test innovative approaches and solutions in complex situations and requires the ability to work independently.

4. *Supervisory Controls*

The incumbent will directly supervise at least two local hires.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A minimum of master's degree in international development, management, economics, business, or a similar field.
- b. **Prior Experience:** Minimum of five years of progressively responsible experience in strategy development and managing international development programs with large international organizations of which two years must be as a supervisor or team leader and at least two years must involve monitoring and evaluation.
- c. **Language:** Fluent in spoken and written English (IV) and Amharic (IV).

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of candidates with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of candidates in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Rating factors are used to determine the competitive ranking of qualified candidates in comparison to other candidates. Candidates must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

EVALUATION FACTORS

EDUCATION (10 points): Points will be given for (1) education above the minimum level and/or (2) specialized education pertinent to the position. and/or (3) specialized training pertinent to the position.

WORK EXPERIENCE (35 points): Points will be given for (1) experience above the minimum levels required, (2) specialized experience pertinent to the position, (3) experience in pertinent development assistance activities, (4) experience in development organizations that are large and/or international.

KNOWLEDGE (35 points): Extensive knowledge of international development program management, including budget planning and oversight. Ability to master understanding of the Program Cycle , Knowledge of leadership concepts and management principles, and an understanding of USAID's mission and priorities. Knowledge about Learning, Monitoring and Evaluation principles.

SKILLS AND ABILITIES (20 points): Exceptional interpersonal, leadership, communication (written and oral), and management skills. Excellent organizational and coordination skills. Ability and experience to mentor, coach and supervise staff, and delegate appropriately. Ability to absorb and synthesize a broad range of information, including programmatic, demographic, and scientific information. Demonstrated ability to work independently within agreed-upon parameters with minimal supervision or guidance, while exercising sound judgment, and communicating back within the team and office context. Exceptional interpersonal skills, resourcefulness, and credibility, with the ability to build relationships and communicate effectively with people of varied professional, cultural, and educational backgrounds, and with the skill and art to combine public sector thinking with private sector outlooks. Capability of producing high quality work, often under time pressure and in complex situations with little direction; and excellent prioritization skills to handle multiple tasks simultaneously with the flexibility and openness in responding to changing work priorities and environment. Ability to understand incentive structures and engage and persuade senior-level executives and other key stakeholders at all levels. Proven ability to communicate quickly, clearly, and concisely, both orally and in writing, including ability to prepare technical reports, presentations and briefings. S/he should have demonstrated team building and development skills. Incumbent should also have advanced skill in computer literacy, including ease and skill in using word processing programs, spreadsheet applications, presentation software; familiarity with use of email, web-based programs like google doc, google sheet, google slide, etc.; and familiarity with the worldwide web.

INTERVIEW PERFORMANCE (80 points)- All short-listed candidates will go through the interview process to check for knowledge. The interview will have a total weight of 80 points.

WRITTEN TEST (20 points) – In order to check skills and abilities, short-listed candidates will go through a written test which will have a weight of 20 points.

BASIS OF RATING: Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address these factors in the offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The **highest-ranking applicants** may be selected for an interview and writing test. Interviews may be conducted either in person or by telephone/video call at USAID's discretion. Final rating and ranking for the candidates will be based on the initial

evaluation of the applications, interview performance, and writing test. USAID/Ethiopia will not pay for any expenses associated with interviews.

Note: Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Reference checks will be conducted for the highest-ranking candidates. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.

IV. SUBMITTING AN OFFER

Eligible Offerors are required to complete and submit

1. the offer form DS-174 (Application for U.S. Federal employment) along with a cover letter. The DS-174 Application form can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/>; or <https://www.usaid.gov/ethiopia/work-with-us/careers/ds-form-174-ccn-application>.
2. a resume in English
3. a written statement that responds to the requirements of the position (Section III: Evaluation and Selection Factors), and
4. contact information for a minimum of three and a maximum of five references, including at least two references with direct knowledge of the offeror's past performance.

Further Guidance:

Offers must be submitted to the Point of Contact identified in Section I, item 3, by the closing date and time specified in the same section..

To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation Number in the offer submission.

Application must be submitted **ONLY** via ***addisusaidjobs@usaid.gov*** and the email subject must say– solicitation ***72066321R10011, USAID Project Management Specialist (Operations Team Leader)***. ***Be sure to include your name and the solicitation number at the top of each page.***

Please do not submit more than one application; and

Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time, or EAT).

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Candidates will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
Group life insurance, medical coverage, annual leave and sick leave.
2. ALLOWANCES (as applicable):
Meal allowance and miscellaneous benefit allowance.

VII. TAXES

Cooperating Country Nationals are expected to comply with all relevant Ethiopian laws and regulations.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

| ITEM NO (A) | SUPPLIES/SERVICES (DESCRIPTION) (B) | QUANTIT Y (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|----------------|--|---------------------|-------------|----------------------|---|
| 0001 | Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost | 1 | LOT | \$ _TBD_ | \$_TBD at Award after negotiation |

| | | | | | |
|--|---|--|--|--|--------------------|
| | - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS] | | | | s with Contractor_ |
|--|---|--|--|--|--------------------|

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC Ombudsman**
 The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.
 The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations.

The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.